

POLICIES OF THE MCALLEN AMERICAN FEDERATION OF TEACHERS

I. MCALLEN AFT EMPLOYEES

- a. The McAllen AFT Executive Board shall have the exclusive power to govern McAllen AFT between general membership meetings. The Executive Board adheres to the Constitution and the By-Laws.
- b. The McAllen AFT Executive Board is responsible for the hiring and termination of all McAllen AFT employees.
- c. When a McAllen AFT vacancy occurs for any employee other than the president, the president shall submit an employee recommendation to the executive board, and the executive board shall interview this or any other candidate for the position.
- d. All employees hired by McAllen AFT must be approved by a majority vote of the McAllen AFT Executive Board members present and voting.
- e. All job descriptions and employment policies shall then be approved by a majority vote of the Executive Board members present and voting.
- f. All paid employees shall receive a paycheck with a pay stub.
- g. All part-time McAllen AFT employees will be required to sign in and out for audit purposes.
- h. McAllen AFT employees who wish to resign must submit their resignation, in writing, to the president and the executive board. Should the president wish to resign, his/her resignation must be submitted, in writing, to the executive board. The resignation shall be valid and effective on the date of receipt or on the date specified in the resignation letter and acted upon by the executive board.
- i. Any state or national program that involves staffing, funding, etc. shall require a mutual agreement between the local, state, and national organization, as appropriate.

II. EXECUTIVE BOARD

- a. Should any member of the McAllen AFT Executive Board become incapacitated, he/she, or a close family member, shall immediately inform the executive board in order to insure that all work of the Local is fulfilled.
- b. The executive board shall select board members, employees, and/or members of the organization to attend all McAllen ISD School Board meetings and any committee meetings deemed important for our members and then report the proceedings of these meetings, in a timely manner, to all McAllen AFT members.
- c. The treasurer shall forward all per-capita dues, as well as current membership lists, to the national office of the American Federation of Teachers and all other affiliated organizations to keep McAllen AFT in good standing at all times, taking special care to see that per capita dues through June 30 be sent to the national office no later than 15 days prior to the opening date of the National Convention to ensure that delegates from McAllen AFT may be seated. The treasurer shall also pay all bills authorized by the adopted budget, retaining all vouchers and/or invoices for these bills. Expenses not authorized by the budget must be presented to the executive board for authorization. All checks shall be co-signed by the president and the treasurer. In the event that one of these officers is unable to sign a check, the vice president will serve as one of the signatories. The treasurer shall have access to the password for the McAllen AFT bank accounts.

III. EXECUTIVE BOARD MEETINGS

- a. All executive board members are expected to attend the monthly meetings.

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- b. Any member who is ill or otherwise unable to attend a meeting shall call the McAllen AFT office in advance of the meeting and provide the reason for the absence. This shall be recorded in meeting minutes. After a member has logged three absences from regularly scheduled executive board meetings within a one-year period, he/she shall be removed from the executive board. The officer shall be notified of the removal by certified mail. An executive board member may be granted, by a majority vote of the board, a one-semester leave of absence from the executive board. McAllen AFT recognizes that a board member may have extraordinary circumstances that prevent attendance, and this will be taken into consideration. Should these extraordinary circumstances result in the member being unable to fulfill his/her duties to McAllen AFT, he/she would be expected to resign from the board. Board members will have the option of attending board meetings virtually on those occasions when they are unable to physically attend.
- c. The McAllen AFT secretary shall take minutes of all executive board meetings, including specially called meetings. Minutes shall include the name of each person who makes a motion, each person who seconds a motion, the exact wording of each motion, whether the motion passed or failed, and the vote count.
- d. At every executive board meeting, a Treasurer's Report will be given, which includes the Budget vs. Actual Report and the current Balance Sheet.
- e. Should a closed session be called during a McAllen AFT Executive Board meeting, no final action, decision, or vote shall be taken while the board is in closed session. The board shall reconvene in an open meeting immediately after the closed session to take any action.

IV. CAMPUS REPRESENTATIVES – MCALLEN AFT LEADERSHIP TEAM

- a. The McAllen AFT Executive Board will select an organization representative for each McAllen ISD campus. All members in good standing are welcome to submit their names to any member of the executive board for consideration.
- b. These campus representatives will comprise the McAllen AFT Leadership Team.
- c. The president and the executive board will ask campus representatives to perform tasks throughout the school year, including, but not limited to, updating all contact information for McAllen AFT members on their campuses and disseminating McAllen AFT information provided by the president, with board approval.
- d. McAllen AFT will provide periodic leadership training for campus representatives.

V. RECRUITING MEMBERS

- a. McAllen AFT will provide a \$25 recruitment incentive per new member to all current McAllen AFT members who recruit new members to the organization. These incentives will be paid out in December and in May. New members are required to remain in the organization for at least three months before the incentive will be paid.

VI. COMMUNICATION WITH MCALLEN ISD ADMINISTRATION AND SCHOOL BOARD

- a. It is understood by the McAllen AFT Executive Board and the organization's members that it is in the best interest of all members that our local works to develop a strong working relationship with the McAllen Administration and school board. Through this relationship, we are better able to work together to develop contracts, benefits, and policies that best serve our members and, in turn, the students we serve.

VII. GRIEVANCE AND LEGAL REPRESENTATION POLICY

- a. McAllen AFT will provide staff/officer representation and assistance to members in grievances over employment-related matters, including formal grievances and appeals of disciplinary actions (referred to, collectively, herein as *grievances*) in a reasonable, non-arbitrary, and non-discriminatory manner. In order to be considered for representation, a McAllen ISD employee must have been a McAllen AFT member in good standing at the time of

the problem or issue for which the employee is requesting representation occurred or at the time any event causing the problem or issue occurred and must remain a member in good standing for the duration of the representation.

- b. The provision of staff/officer representation is at McAllen AFT's sole discretion, which will be exercised in a reasonable, non-arbitrary, and non-discriminatory manner. McAllen AFT reserves the right to make representation decisions on the basis of merits of the grievance. (See item "h" below regarding McAllen AFT's Appeal Process.)
- c. McAllen AFT reserves the right to determine the strategy to be used to resolve the member's problem or issue. Grievances are generally handled by staff representatives of McAllen AFT though, in unusual cases, McAllen AFT may choose to consult or retain legal counsel. However, McAllen AFT makes no promises or warranties that it will provide members with an attorney in any grievance, including, but not limited to, termination proceedings. McAllen AFT is under no legal or other obligation to consult with, or retain, legal counsel in connection with a grievance. Members are free to retain legal counsel of their own choosing, at their own expense; however, McAllen AFT will generally cease providing representation or assistance to members who choose to retain their own legal counsel.
- d. McAllen AFT may choose to retain legal counsel to represent members in employment-related legal actions. In doing so, McAllen AFT adheres to the provisions of the Legal Defense Policy of Texas AFT, which is attached and incorporated herein. If McAllen AFT decides to provide a member with legal representation, McAllen AFT will have the authority to choose the attorney retained.
- e. The decision to provide legal representation to members is at McAllen AFT's sole discretion, which will be exercised in a reasonable, non-arbitrary, and non-discriminatory manner. McAllen AFT reserves the right to make decisions about whether to provide members with legal representation, taking into consideration the merits of any legal claim, the cost of providing legal representation, whether providing legal representation will advance the interest of McAllen AFT and its members, and any other criteria deemed appropriate.
- f. McAllen AFT is under no legal or other obligation to provide legal representation to its members, who are free to retain legal counsel of their own choosing, at their own expense. McAllen AFT makes no promises or warranties that it will provide members with an attorney in any type of matter.
- g. Legal representation for criminal charges is governed by the provisions of the AFT liability insurance plan and policy.
- h. If a member is dissatisfied with McAllen AFT's decision not to provide representation in a grievance or legal matter, the member may appeal that decision to the executive board at the next regularly scheduled meeting, or at a specially called meeting should the grievance timeline require it. In order to make such an appeal, the member is required to notify the McAllen AFT president within two days of the meeting as to the basis of the member's appeal. The member must appear, in person, at the meeting to explain his/her appeal. The decision of the executive board is final.
- i. In making an appeal under this provision, members must be mindful that compliance with deadlines under the district's grievance procedure or for any legal claim are the sole responsibility of the member.

VIII. MCALLEN AFT FINANCIAL DISCLOSURE

- a. As an open and democratic organization, McAllen AFT is committed to providing information to its members about its financial conditions and operations.
- b. Upon request of members, for just cause, McAllen AFT will make available for review and inspection its annual budget and regular monthly financial report summaries reflecting the amounts budgeted for income and expenses and the

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actual income and expenses. Upon written request, members will be permitted to review this information during regular business hours at a time mutually convenient for the member and for McAllen AFT.

- c. As an organization exempt from taxation under the provisions of Section 501 of the Internal Revenue Code, McAllen AFT will comply with all provisions of the Internal Revenue Code Section 6104 regarding financial disclosure to the public, including providing individuals with a copy of its three most recent annual returns (Form 990 or 990Z), any exempt-status application materials or notice materials under Section 501 or notice of status under Section 527(i) in McAllen AFT's possession. In compliance with the Internal Revenue Code, this material shall be provided without charge, other than a reasonable copying and mailing fee. If the request is made in person, such copy shall be provided immediately, and if made in writing, it shall be provided by McAllen AFT within 30 days of the receipt of the request.

IX. CHANGES TO MCALLEN AFT POLICIES

- a. Any addition or deletion to these McAllen AFT Policies shall require two readings by the McAllen AFT Executive Board at two separate meetings and will require a majority vote for approval.

X. DOCUMENT DESTRUCTION POLICY

- a. The following specifies when official McAllen AFT documents and items will be destroyed. This will keep the organization in compliance with the Internal Revenue Service and the Department of Labor:
 1. All tax returns shall be retained.
 2. All transactions involving property and leases shall be retained.
 3. All membership applications should be retained.
 4. Bank statements: six years
 5. Payroll deduction data: six years
 6. General ledgers: five years
 7. Paid bills: five years after the close of that year